



THE REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS OF THE PARK DISTRICT OF THE CITY OF FARGO WILL BE HELD ON **TUESDAY, NOVEMBER 12, 2024, AT 5:30 P.M.** IN THE BOARD ROOM AT THE FARGO PARKS SPORTS CENTER AT 6100 38th STREET SOUTH, FARGO, WITH PRESIDENT AARON HILL, PRESIDING. **Please note:** This is an in-person event and streamed virtually. Members of the public and media can view the live meeting at www.fargoparks.com/news/park-board-meeting-november-agenda-2024

- A. Call to Order
- B. Board to Approve Order of Agenda

Consent Agenda - approve the following:

- a. Minutes - 10/01/2024
- b. October Bills
- c. Award Bid for Winter Tree Pruning
- d. Award Bid for Roger G. Gress Northside Pool Pump replacement project.
- e. Grant Permission to Bid 2025 Park District Equipment

Regular Agenda

- 1. Recognition of Audience/Public Comments
- 2. Director's Report
- 3. Downtown Community Partnership Update on Broadway Square; Presenter, Rocky Schneider
- 4. Planning Committee Update; Presenter, Commissioner Dawson
- 5. Governance Committee Update; Presenter, Commissioner Hill
- 6. Adjourn

Individuals who wish to attend Park Board meetings but need special arrangements or would like to address the Board, please contact the Fargo Park District office at 499-6060 by noon on the Monday before the Board Meeting.

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE FARGO PARK DISTRICT OF OCTOBER 1, 2024**

The regular monthly meeting of the Board of Commissioners of the Park District of the City of Fargo was held on Tuesday, October 1, 2024, at 5:30 p.m. at the Fargo Park District office at 6100 38th Street South, Fargo, North Dakota and via Restream. Present at the meeting were Commissioners Aaron Hill, Jerry Rostad, Joe Deutsch and Vicki Dawson. Also present were: Jayne Gust, Susan Faus, Dave Bietz and attorney Jeffrey Gunkelman.

Approval of Agenda

Commissioner Joe Deutsch moved and Commissioner Vicki Dawson seconded a motion to approve the agenda. Upon call of the roll, the motion passed unanimously.

Approval of Consent Agenda

Commissioner Joe Deutsch moved and Commissioner Jerry Rostad seconded a motion to approve the following actions on the consent agenda:

- (a) The minutes from September 10, 2024 meeting;
- (b) The September 2024 bills;

Upon call of the roll, the motion passed unanimously.

Public Comments

Members of the public were afforded the opportunity to discuss issues with the Board.

Director's Report

Susan Faus presented this matter and provided an informational update to the Board on the respective departments. No action was taken on this matter.

Valley Senior Services Presentation

Paul Grindeland presented to the Board on the history and services provided by Valley Senior Services and its relationship with the Park District.

Approval of Purchase of Heritage Hills Lots

Dave Bietz presented to the Board on this matter. It was noted that the Park District was deeded several lots in the Heritage Hills development in 2017 from Cass County. It was noted that currently two lots remain owned privately by the Hartel family. It was noted that recently the Hartel family reached out to the Park District about selling the remaining two lots to the Park District for the total sum of \$3,000.00. It was noted that the park area is one of the Park District's nature parks.

Commissioner Vicki Dawson moved and Commissioner Jerry Rostad seconded a motion to approve the purchase of the two lots in Heritage Hills from the Hartel family as presented to the Board. Upon call of the roll, the motion passed unanimously.

Approval of 2025 Budget

Broc Lietz presented to the Board on this matter. It was noted that the 2025 general fund budget is balanced representing revenue and expenditures of \$38,436,718. It was noted that the budget accounts for a balanced debt service of \$10,372,049 and a balanced Valley Senior Services budget of \$7,387,214. It was noted that the 2025 budget calls for a mill levy increase of 1.51 mills for a total general fund mill level of 35.59 mills. It was noted that the approximate breakdown of use of the funds are: 40% to Parks and Maintenance; 15% to administration; 31% to debt service; and 14% for recreation, events and pools.

Commissioner Jerry Rostad moved and Commissioner Joe Deutsch seconded a motion to approve the Fargo Park District 2025 annual budget as presented to the Board. Upon call of the roll, the motion passed unanimously.

No action was taken on this matter. The Budget Hearing was closed at 6:25 pm

Jeff Gunkelman, Kennelly Business Law, Clerk



MEMORANDUM

DATE: November 12, 2024

TO: Fargo Park Board Commissioners

FROM: Tony Schmitt, Park Director

RE: Consent Agenda Item (c)- Award bid for winter tree pruning

Bids for winter tree pruning were received and opened on October 17, 2024, at 1:00 p.m. at the Park District Office. Attached to this memo is the bid tab.

We received bids from Cougar Tree Care Inc. in the amount of \$67,950 and Carr's Tree Service in the amount of \$62,780. Staff recommends accepting the bid for Carr's Tree Service, for the bid amount of \$62,780. The bid met all specifications, is the lowest bid, and is within our budgeted amount of \$70,000. Tree pruning would occur in the following park locations, Elephant, El Zagal, Island, Jack Williams, Lindenwood, Oak Grove, Trefoil, and Trollwood.

If you have any questions prior to the Board Meeting, please contact me to discuss.

Thank you.

SAMPLE MOTION: I make a motion to award Carr's Tree Service the bid for winter tree pruning, as presented.

Susan Faus, Executive Director
Park Board Commissioners – Zoë Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad
Clerk-Jeff Gunkelman

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Fargo Park District

2024-2025 Winter Tree Pruning and Removal

Bid Opening: 1:00 PM, Tuesday, October 17, 2024

Fargo Parks Sports Center



<u>BIDDER</u>	<u>TOTAL COST</u>
Cougar Tree Care Inc.	\$67,950.00
Carr's Tree Service Inc.	\$62,780.00



MEMORANDUM

DATE: November 12, 2024

TO: Fargo Park Board Commissioners

FROM: Tony Schmitt, Park Director

RE: Consent Agenda Item (d)- Award bid for Roger G. Gress Northside pool pump replacement project

Bids for the Roger G. Gress Northside pool pump replacement were received and opened on October 17, 2024, at 1:30 p.m. at the Park District Office. Attached to this memo is the bid tab.

We received one bid from Associated Pool Builders in the amount of \$81,500 with an add alternate option for a variable frequency drive in the amount of \$18,250 for a total bid amount of \$99,750. Staff recommends accepting the bid from Associated Pool Builders for the total bid amount of \$99,750. The bid met all specifications. Funds for this project would come from park district reserve funds. The project would be completed by 12-31-2024. The add alternate to the project would be added in the Spring prior to pool startup. Current pumps are outdated, undersized, and past their projected lifespan.

If you have any questions prior to the Board Meeting, please contact me to discuss.

Thank you.

SAMPLE MOTION: I make a motion to award Associated Pool Builders the bid for the Roger G. Gress Northside pool pump replacement project, as presented.

Susan Faus, Executive Director
Park Board Commissioners – Zoë Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad
Clerk-Jeff Gunkelman

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Fargo Park District
Northside Pool Pump Replacement Project
Bid Opening: 1:30 PM, Tuesday, October 17, 2024
Fargo Parks Sports Center



<u>BIDDER</u>	<u>PUMPS AND BASKETS</u>	<u>VARIABLE FREQUENCY DRIVE ADD ALTERNATE</u>	<u>TOTAL BID PRICE</u>	<u>ESTIMATED INSTALL DATE</u>
Associated Pool Builders	\$81,500.00	\$18,250.00	\$99,750.00	12-16-2024 Alternate would not be completed by 12-31-2024



MEMORANDUM

DATE: November 12, 2024

TO: Fargo Park Board Commissioners

FROM: Tony Schmitt, Park Director

RE: Consent Agenda Item (e)- Grant permission to bid 2025 Park District equipment

In alignment with our Procurement Policy, Policy No. 390, we are requesting permission to publicly bid the 2025 Park District equipment. New Park District equipment is bid annually, and funds will be taken from the 2025 approved budget. The projected timeline for the bid process will be as follows:

- | | |
|---|-------------------|
| • Public Bid Opening | December 4, 2024 |
| • Consideration of Bids at Planning Committee Meeting | December 18, 2024 |
| • Possible award by Park Board Commissioners | January 14, 2025 |

If you have any questions prior to the Board Meeting, please contact me to discuss.

Thank you.

SAMPLE MOTION: I make a motion to grant permission to bid the 2025 Park District equipment.

Susan Faus, Executive Director
Park Board Commissioners – Zoë Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad
Clerk-Jeff Gunkelman

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Planning Committee Meeting Minutes
Wednesday, October 16, 2024; 8:30 am
Fargo Sports Center Board Room

1. Overview of new Planning Committee-Commissioner Dawson

Commissioner Dawson gave a simple overview between the governance and the planning committee. She stated the other meetings they used to attend will be in the weekly update now.

There are 5 points for the planning committee:

1. Work with the Administration to review and maintain a strategic plan for annual renewal.
2. Work with the Administration to maintain a long-range financial plan.
3. Work with the Administration to maintain a Capital Improvement Plan.
4. Work with administration to review, create, and recommend to the Board an annual budget.
5. Work with administration to review and prepare finance and budget performance updates for the Board.

At the present time the planning committee consists of Commissioners Dawson, Deutsch and Absey, as well as staff. The governance committee consists of Commissioners Hill and Rostad. Any of the staff that want to attend can, but they are not required.

2. Review of Post 2 Baseball-Ryan Such

Ryan wanted to discuss a repair that is needed at Jack Williams Stadium. He reviewed some of the history of the stadium. Ryan stated the issue at Jack Williams is the wall is caving in, from the floods and time. He presented pictures and discussed the issue more; the wall and associated bleachers needs to be fixed. He described two options with one option being a total remove and replace and the other option was to reuse the current wall by installing anchors. The estimated cost to reuse the existing wall is \$300,000-\$500,000.

The ask today is, would the Park District be willing to commit dollars similar to what was done at Starion Field? Ryan stated the baseball group would fund raise for a portion of the repair if the park district could commit to helping with the project. They would like to plan to have the repair done next fall.

Commissioner Deutsch reviewed some of the history and discussed there were some ADA violations of about 20 items, he asked if those were updated. Ryan stated the bathrooms have all been redone. Dave stated the list was all related to the bathrooms, so it is all in compliance now.

Ryan stated there might be an issue if the park district has to manage the project, or if the baseball group at Jack Williams can do that. Dave said he can give insight, according to our attorney who cited Century Code, any project that happens on park district property that is over \$50,000, would need to be publicly bid. For projects under \$50,000 we can contribute up to that amount as long as we are involved in the planning and check off and approve the specifications that are utilized, so the project is built to our current standards.

Dave stated that the work has to happen either way, one of the options is would the park district do this as a project and front it, enter into an agreement where Post 2 contributes up to \$X. Would this be a potential worth exploring?

Commissioner Dawson stated, due to time, Parks needs to figure out what would it take to bid this project and timeline. We need an estimate of what it would be.
Commissioner Dawson stated the sooner we do it, all agreed safety is the first concern.

3. Review request to solicit bids for 2025 Park District Equipment-Tony Schmitt
Tony discussed soliciting bids for park district equipment. The projected timeline public bid opening on 12/4/2024, then getting formal approval on 1/14/2025. Tony reviewed the equipment needed.

Commissioner Rostad asked if there was any thought on the electrical equipment. Tony discussed this option and why it might not be very beneficial in this area. It was suggested to keep looking at different options in different areas.

The committee recommends moving this to the full board and placing it on the Consent Agenda for consideration and approval.

4. Review request from Terra Consulting for placement of permanent and temporary cell towers sites at Mickelson Park and the South Park Maintenance Shop-Tony Schmitt
Tony reviewed the areas of the towers. The consultant from Terra Consulting went over placement and options for the cell towers-for emergency response services. This is to improve the emergency response services in the areas. Commissioner Deutsch asked the details of the price that we will be getting per tower. Tony stated that ATT is proposing for the South Maintenance Shop is \$1,000 a month for 5 years with 4 additional 5-year terms at 1.5% escalator per year. Then at Mickelson Park it is \$1,200 a month, same term and same percentage escalator. At the Coliseum we are receiving \$1,512 with a 2% escalator and at Jack Williams stadium \$2,000 with a 3% escalator. Commissioner Dawson stated that the price per month needs to be higher and the escalator also needs to be higher. Susan stated that we can work through details but there needs to be a discussion if we want them. Tony said Terra Consulting is prepared for negotiations.

5. Other-none

Minutes submitted by Carmen Johnson, Executive Assistant



Governance Committee Meeting Minutes
Wednesday, October 23, 2024; 8:30am
Fargo Sports Center Board Room

1. Review Governance Committee Purpose; Commissioner Hill

Commissioner Hill discussed an overview of the purpose of the governance committee.

- a. Assist the Board President and Executive Director in planning upcoming agendas.
- b. Review the Board's Annual Work Calendar.
- c. Coordinate and conduct new member orientation.
- d. Review when directed by the Board's President and recommend updates to existing Board Governance policies for consideration and action by the Board.
- e. Review and recommend updates to existing Board Ordinances for consideration and action by the Board.
- f. Monitor federal, state, and city legislation and executive actions about Park District interests, keeping the Board informed regarding such issues.
- g. Compile the annual review of the Executive Directors' performance and prepare a recommendation for Board consideration.
- h. If there is an opening in the Executive Directors position, the Governance Committee will organize a search process and the subsequent steps necessary to hire a new Executive Director.
- i. Work on other projects or issues as assigned by the action of the Board.

2. Review Fargo Park District Governance Annual Work Plan; Commissioner Hill

Susan reviewed the annual work plan and stated that it will be started in January of 2025. There was discussion on cancelling the September Governance meeting because of the NRPA and we are hosting the NDRPA in September.

3. Executive Director annual review; Commissioner Hill

Commissioner Hill discussed the process for the executive director's annual review. It was suggested that her evaluation starts now and use the model the commissioners have used and start the new process next year. There was discussion HR's role in the process. Susan will need to finish her self-review by November 8th. Carmen will send out evaluations to the commissioners by the 13th of November and the commissioners will send back to Carmen by December the 4th. Carmen will compile and get it to Commissioners Dawson and Hill.

Commissioner Dawson asked when the staff reviews will be done. Susan stated they are working on that now, for 2025 using the same process as previous. Starting in 2026 there will be a new review process that raises will be based on performance.

4. Review Park Board Policies and Ordinances; Commissioner Hill

Susan discussed policies and ordinances. Susan explained that spoke with Carolyn to find out the difference between policies vs. ordinances on the website, it has been combined. Carolyn thought some were just added because there was an issue and to address it, they created a policy to address the issue. Susan stated they should all be reviewed and updated. Susan asked are there any as a board commission that you

want us to address first, is there an order or priority? The commissioners are comfortable with the team prioritizing the policies and ordinances to review. Commissioner Hill asked if by the next meeting to have a priority list to review. He suggested having staff vetting recommendations, look at other ordinances at different municipalities and make suggestions. Verbiage updates, and have Jeff with a final review.

5. Discuss new board member orientation; Commissioner Hill

Commissioner Hill stated there won't be a new board member for another 2 years, so there is time to create a new process for board orientation. There needs to be a structure and onboarding. He also suggested an annual refresher workshop. Commissioner Rostad it is important to get the 1:1's with the department heads and have them sit down and review what they do, facility tours, park tours, shop tours. Susan stated we will have the Park System Master Plan and the Strategic Plan to use in orientation. Understanding the Century Codes, the does and don'ts of the meetings. Having someone come in and discuss the meeting laws. Jayne suggested to use part of the new employee orientation, there are parts that would work for the board orientation. Also have the annual report included with the orientation. Commissioner Rostad suggested to have a welcome video and then they can "claim" their email address, etc. It was suggested to have this training within a month of the next board meeting. Commissioner Hill stated we need board feedback to lead this, have Commissioner Absey suggest items.

Commissioner Rostad asked to have the Governance Meeting at 8:15, it was approved.

Minutes submitted by Carmen Johnson, Executive Assistant